



## Avalon Village Owners Association Board Of Director's Draft Meeting Minutes-November 21, 2019

Members present: Steve Johnson, Andy Stewart, Martin Perfit, Bill Gilfillan, Nadine Morse

Others present: Beth Frost, Sherry Molcan

Called to order by Martin Perfit at 2:00 P.M.

**Motion** was made **seconded and unanimously passed** to approve the minutes of the September 12, 2019 **Board** meeting with 3 amendments that included the following language.

1. Under New Business to substitute "Smoke Free Workplace for Smoke Free Campus".
2. Under Old business adding that the new privacy fence behind 103 and 105 Thistle will have vegetation added in front.
3. Under Grounds Report we are removing the words "under grounds".

**Motion** was made **seconded and unanimously passed to** establish a sub-committee to review transportation and include 2 shareholders and 1 Board member. This sub-committee will make a recommendation to the Board on their transportation findings.

**Motion** was made **seconded and unanimously passed to** approve the ratification of the Boards selection of Martin Perfit as President, and Bill Gilfillan as Treasurer.

### Cooperative Director's report

1. Maintenance Update
  - o Beth reported that there are currently 12 outstanding work orders.
2. Bus Restoration & Use
  - o A sub-committee will be formed to do research on transportation and make recommendations to the board.
3. Budget Calendar Year
  - o Discussion was held regarding why we do not align our fiscal year with the town of Hampden's fiscal year. It was clarified that our foundation documents specify the calendar year as the corporate fiscal year.
4. Disclosure Statement
  - o The disclosure statement will be reviewed by management and updated as needed.
5. Budget Detail
  - o Discussion was held regarding the addition of details in the budget reports. It was determined that any Shareholders wishing to view details are welcome to do so by scheduling an appointment with management.
6. Tax Return Review
  - o Shareholders wishing to review the Corporate tax returns can make an appointment to do so with management.
7. Sales Report

- Beth reported that 103 Thistle is under contract that is set for a closing date of December 31, 2019. Heather Way will be going up for sale.

#### 8. Board Correspondence

- The Board discussed emails from residents in regards to the bus restoration. The emails will be placed in the Board email correspondence binder.

#### 9. Finance Report

- Steve and Bill reviewed the financial position of the Association as of October 21, 2019.
- The recommended 2020 fiscal year budget was presented with slight modification of the finance committee recommended budget (slight reduction of bus restoration cost from 100% to the 85% allocation).
- The proposed base services revenue is \$580,527 or \$834.09 per month, per shareholder. This represents a \$3.55 monthly increase from the 2019 budget.
- Reserve revenue monthly fee requirement for 2020 will be \$100.07 per month, per shareholder. Representing a \$3.38 increase from the 2019 budget.
- The aggregate change in monthly base service fees and reserve fees for 2020 totals are \$6.93.
- Transportation restoration funds will be placed on a separate line under transportation.

**Motion** was made **seconded and unanimously passed** to accept the budget as presented for 2020.

#### Old Business

Discussion was had in regards to the development of a smoking policy. Beth reported that her research indicates that Dirigo Pines, Penobscot Shores, Birch Bay Village, and Quarry Hill are currently totally smoke free campus. The Board recommended further review to establish clear guidelines regarding a policy for Avalon Village.

#### New Business

In anticipation of the sale of 102 Heather Way for \$285,190. The Board reviewed the components of the share price.

**Motion** was made **seconded and unanimously passed** to accept the recommended total share price of \$285,190.

Meeting adjourned at 4:35 P.M.

Respectfully Submitted, Sherry Molcan.